



RABINDRA BHARATI UNIVERSITY
KOLKATA

EXAMINATION DEPARTMENT

NOTIFICATION

Memo No. : Exam. / 9058

Date: 12.11.2021

Guidelines for Practical Examinations of UG Special Supplementary Semester Examinations, 2021

1. UG Special Supplementary Semester Examinations, 2021 [i.e. for UG (Arts and Fine Arts) – BA 1st to 6th Semester; for UG (Visual Arts) - BFA 1st to 8th Semester] under the Faculties of Arts, Fine Arts and Visual Arts of the University would be conducted as per Examination Schedule published by the University following the guidelines published by the University Grants Commission (U.G.C.).
2. University shall strictly abide by the Guidelines issued by the University Grants Commission (UGC) and other regulatory authorities regarding modalities of examinations and spirit in the best interest of Candidates maintaining the sanctity of examination.
3. All the Practical, Dissertation / Project etc. examination will be held as per Examination scheduled published by the University in its website time to time. Candidates are requested to visit the University website: (<http://www.rbu.ac.in/home/examinations>) regularly.
4. **Practical Examinations / Viva-Voce:**
 - A. **For BFA (Faculty of Visual Arts)**
 - a. Practical examination will be conducted over **6 hours** per day as per **Examination Schedule published by the University**. An assignment will be set for the Practical examination. Candidates will have to login in the Rabindra Bharati University Student Portal '<http://examonline.rbu.net.in>' with their user ID and Password as per examination schedule thirty (30) minutes before the commencement of the examination to download the Question Paper and after completion of the work they have to upload that assignment in Pdf/JPEG/JPG format, bearing the SUIN, Registration Number, Examination Roll Number, Name of the Course in each page with sequential numbering of the pages.
 - b. **Candidates should remember that they have to upload documents in each Course separately.**
 - c. Candidates will also have to upload a portfolio (as per Examination Schedule) including 3 works + the examination work in the Rabindra Bharati University Student Portal '<http://examonline.rbu.net.in>' in Pdf/JPEG/JPG format with a size not exceeding 15 MB, bearing the SUIN, Registration Number, Examination Roll Number, Name of the Course in each page with sequential numbering of the pages. The Portfolio should contain works from previous and same semesters in a ratio as stipulated by the respective Departments.
 - d. **In case of any network breakage or internet issue or any other problem, candidates should inform the matter immediately through 'Exam Portal Help desk - phone number (7605866207, 7605866191, 9163838965)' and HOD of the concerned Department.**

B. For BA (Faculty of Arts and Fine Arts)

- a. Practical examinations will be conducted as per Examination Schedule published by University.
- b. Candidates have to log in to the Rabindra Bharati University Student Portal i.e. 'http://examonline.rbu.net.in' using his/her 'Username' and 'Password', thirty (30) minutes before the commencement of the 'Viva-Voce' as per above-mentioned schedule.
- c. Candidates have to log in to the Rabindra Bharati University Student Portal separately for each Course.
- d. Candidates should go through all the instructions / Video / Screenshot (if any) very carefully before the commencement of 'Viva-Voce'.
- e. Go to Menu -> Exam Schedule - Candidates will get his /her exam schedule there.
- f. A link will appear beside the exam which is live – Candidates should click on the link.
- g. Under current tab – the candidate will find all active exams scheduled for the specified day.
- h. Click on the Green Icon at the extreme right hand side and Select 'Proceed' for live Interview.
- i. Then the candidate needs to click on 'join interview' to start the video conference screen.
- j. After the Examination/meeting is over the screen will return to its original state.
- k. In case of any network breakage or internet issue or any other problem, candidates should inform the matter immediately through 'Exam Portal Help desk - phone number (7605866207, 7605866191, 9163838965)' and HOD of the concerned Department.**

* In case a candidate is unable to join and complete the Practical Examination as per examination schedule for whatsoever the reason(s) may be, his/her candidature of that Course/s will be treated as 'Absent'.

** Although Candidates will take examinations from home, they will be come under the purview of disciplinary measures on the basis of Examiner's Report. University authority will take action against the candidate as per decision of Board of Discipline (BOD) Committee of the University.


Joint Registrar (Exam)